



Title and Records Office Records Coordinator
Engineering & General Services Division
Recruitment # 2007-01-5168

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:	Forms & Records Analyst 2
Type of Position:	This is a permanent position. This position is represented by the WFSE. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.
Monthly Salary Range:	\$2,415 - \$3,052
Benefits Package:	Health and dental insurance, retirement pension, vacation, sick leave and holidays
Posting Date:	January 22, 2007
Closing Date:	February 5, 2007
Location:	Olympia, WA

POSITION PROFILE

Under the direction of the Title and Records Office manager, this position coordinates records management services for the Title & Records Office (TRO), manages the agency's filing system for Upland and Aquatic records and supervises a team of clerical staff in support of the same functions. The position also coordinates public disclosure activities received by the TRO and assists with the implementation of the agency's Records Management Program.

REQUIRED POSITION QUALIFICATIONS

- At least two years of supervisory experience
- Two years of experience in forms and/or records management.
- Ability to utilize word processing, spreadsheet and database software programs such as Microsoft Word, Excel and Access.
- Accuracy with detailed information is required.
- Ability to work independently AND as a team player to lead/train co-workers.

DESIRED POSITION QUALIFICATIONS

- An Associate's degree in business administration, accounting or a related field.
- Ability to provide excellent customer service and sustain a level of high productivity.
- Knowledge of state records management laws and procedures.
- Working knowledge of one or more natural resource subject areas such as forestry, aquatics, land transactions or regulatory compliance.
- Experience as a Forms and Records Analyst 1

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Must be at least 18 years of age at time of hire.
- Must be able to occasionally move heavy archive boxes and be able to lift 45 pounds.
- Employee must be able to work in a dusty environment with a high volume of paper.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest no more than two pages long, describing how your experience and qualifications relating to the position profile and the required and desired position qualifications. Please directly relate your letter to the position profile and qualifications.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

Electronic method preferred dnrrecruiting@wadnr.gov	OR other method Roberta Searles Department of Natural Resources PO BOX 47033 Olympia, WA 98504-7033
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NOTE: Please indicate **Title and Records Office Records Coordinator, Recruitment # 2007-01-5168** in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact or e-mail us at DNRrecruiting@wadnr.gov.

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